



**DEPARTMENT OF THE NAVY**  
NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO  
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NAVAL STATION EVERETT, WASHINGTON 98207-2600

NAVRESREDCOMREG22INST 5354.2B  
N01E  
3 Dec 99

NAVRESREDCOM REG TWO TWO INSTRUCTION 5354.2B

Subj: EQUAL OPPORTUNITY POLICY STATEMENTS

Ref: (a) OPNAVINST 5354.1E

Encl: (1) Policy on Prevention of Reprisals  
(2) Policy on Prevention of Sexual Harassment  
(3) Policy on Equal Opportunity

1. Purpose. To provide subordinate commands with the Readiness Commander's policy statements relating to equal opportunity.

2. Cancellation. This directive supercedes NAVRESREDCOMREG22INST 5354.2A.

3. Discussion. Per reference (a), policy statements on equal opportunity issues must be promulgated by shore commanders and prominently displayed throughout the command.

4. Action. All Echelon V Commanding Officers will post enclosures (1) through (3) in conspicuous locations within their commands. If desired, each Commanding Officer may add their own policy statements.

  
MARK R. FEICHTINGER

Distribution:  
NAVRESREDCOMREG22INST 5216.1J

Stocked:  
NAVRESREDCOM REG TWO TWO (N01A)

3 Dec 99

## **Naval Reserve Readiness Command Region Twenty-two Policy on Prevention of Reprisal**

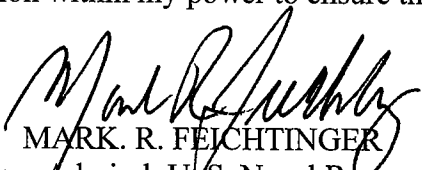
The Constitution of the United States, Uniform Code of Military Justice and U. S. Navy Regulations (1990) all guarantee the right of members to seek redress of wrong by members of the Navy. The Navy's informal and formal complaint/grievance procedures outlined in OPNAVINST 5354.1E (Navy Equal Opportunity Manual) require the trust and confidence of all personnel who must use them. It is often reported that service members are afraid to use the Navy grievance system because of fear of reprisals.

Commanding Officers will impress upon every member of their command that any act of reprisal will be dealt with swiftly and severely. Commanding Officers will take prompt disciplinary action against violators when reports of reprisal are determined to be true. In extreme situations, Commanding Officers shall consider temporarily transferring the complainant to another activity until the issue is resolved.

Commanding Officers will assign a personal advocate to each individual submitting a complaint to ensure reprisal does not occur. This advocate is to be of sufficient seniority and maturity not to be intimidated and to judge whether acts of reprisal are taking place. The personal advocate will have direct access to the Commanding Officer in this matter.

Commanding Officers must be aware that reprisals may take many forms either overt or subtle in nature. Examples include a reduction in fitness reports/evaluation marks, inequity in watchstanding duties or increased workload/watchstanding assignments. Severe forms may include not recommending personnel for advancement, retention or specialized programs.

It is paramount that our Region be governed by law and not the incalculable behavior of individuals. I will take every action within my power to ensure this policy is enforced.

  
MARK. R. FEICHTINGER  
Rear Admiral, U.S. Naval Reserve  
Commander

**Point of contact for regional equal opportunity issues is:  
The Equal Opportunity Officer at (425) 304-3811 or DSN 727-3811**

**Command equal opportunity issues may be directed to the  
Equal Opportunity Officer**

Enclosure (1)

3 Dec 99

## **Naval Reserve Readiness Command Region Twenty-two Policy on Prevention of Sexual Harassment**

My policy on the issue of sexual harassment is one of prevention. Every civilian and military member of Naval Reserve Readiness Command Region Twenty-two is part of a team, with responsibility for accomplishing their work with professionalism and the highest standards of conduct. Sexual harassment is destructive to a healthy work environment and must be prevented at all costs.

Unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute harassment. Sexual harassment also exists when submission to (or rejection of) this conduct in any way affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Although it is in the individual's best interest to directly inform the harasser that the conduct is unwelcomed and must stop, there are other avenues that may be taken, including the Command's formal Equal Opportunity (EO) discrimination complaint process. Individuals must contact their EO counselor within 45 days of the alleged act of sexual harassment to initiate formal procedures. It is strongly recommended that all parties use the informal resolution process to attempt reconciliation prior to utilizing the formal complaint system unless the harassment is severe and/or is in the form of an assault.

The United States Navy has made a positive, successful effort to inform all personnel of this issue and their responsibilities to remove sexual harassment from the workplace. However, we must ensure that those efforts continue. Mandatory annual training in the prevention of sexual harassment remains a requirement for all personnel, both military and civilian.



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Enclosure (2)

## **Naval Reserve Readiness Command Region Twenty-two Policy on Equal Opportunity**


I strongly support the Department of the Navy policy on equal opportunity. Equal opportunity and fair treatment shall be provided to all military members. Commanding Officers are to make every effort to provide full optimal utilization of all personnel in their command regardless of race, religion or gender.

Discriminatory practices, on and off base, directed against service members and their families undermine morale and efficiency and are contrary to the Department of the Navy Equal Opportunity Policy. Such practices, when detected, shall be reported and measures taken to eliminate them.

Through the Command Managed Equal Opportunity (CMEO) program, OPNAVINST 5354.1E, Commanding Officers have the authority and resources necessary to be proactive leaders in equal opportunity. Commanding Officers must exact total support of CMEO from officers and enlisted personnel assigned to their commands. In equal opportunity, as in other matters, I demand the loyal support of the chain of command.

Commanding Officers will designate an officer or senior petty officer (E-7 or above) on a collateral basis to assist individuals in resolving equal opportunity problems. This person will be knowledgeable of equal opportunity policies and the processing of discrimination complaints per OPNAVINST 5354.1E.

I intend to keep the Readiness Command at the forefront of equal opportunity efforts, and I expect all Naval Reserve personnel to enjoy the respect and dignity inherent in membership in the United States Naval Service.

  
MARK. R. FEICHTINGER  
Rear Admiral, U. S. Naval Reserve  
Commander

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Enclosure (3)